

TRAINING - HUMAN RESOURCE DEVELOPMENT

Fire Department Town of Menasha
Standard Operating Guidelines
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September, 1995
Section 12
Revised 2/02, 5/04

12.01 Scope:

Training is the foundation of human resource development and ultimately what creates our successful emergency operations. Without adequate training, property will be needlessly lost, people will be injured and possibly your life could be lost.

Each individual must have the initiative to continually train and improve their skills!

Simply attending drills twice a month is not enough to maintain your skills, let alone, improve your performance. Our jobs and challenges have simply become to complex and technical to rely on basic knowledge alone.

12.02 Safety:

SAFETY is the #1 priority during ALL training sessions. Safety should be the primary goal. At least one Safety Officer will be appointed at each training session involving physical activity!

12.03 Emergency Response During Training Sessions:

It is the responsibility of the Emergency Operations Captain to pre-assign, if possible, which units and personnel will respond to emergencies during training sessions. At least one Engine shall be kept in a condition to respond, fully equipped, readily available.

12.04 Educational Opportunities:

The following opportunities are available to every fire fighter to learn new skills and maintain basic abilities:

a) Wisconsin Fire Fighter I Certification - mandatory for TMFD and available through Fox Valley Technical College. Maintain and practice these basic skills regularly on your own or during drills. EXAMPLE- practice donning SCBA safely and quickly.

b) TMFD Drills Twice a Month - Taught by TMFD Officers and Coordinated and Planned by TMFD Training Officers:

- 1) TEAM orientation will be stressed! (Stay together as a team during drills)
- 2) Training in Context will be utilized - make the drills as realistic as possible (SCBA donned, simulate a "problem", etc.)

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- 3) Fire Fighters are encouraged to help select training topics for schedule - see your Training Captain or better yet, submit recommendations in writing.
 - 4) Company Officer driven - Company Officers will provide direction and guidance just as they would on the emergency scene.
 - 5) Emphasize SAFETY!!
- c) "Outside" training** - these opportunities will be posted on the bulletin boards at both stations and sometimes listed in the Fireline. It is highly encouraged that personnel attend other training opportunities outside the normal fire department training drills. A specific number of hours are compensated, for every member, each year in order to provide an additional perspective and vision of training issues.
- 1) FVTC - A.S. Degree Program in Fire Technology (highly encouraged for those seeking full-time employment as a Fire Fighter.
 - 2) Specific Certification Courses - (F/F II, Driver/Operator Pumper and Aerial ITCO, Fire Instructor, Officer I, etc.)
 - 3) Association Meetings (Winnebago Area Fire Fighters, Volunteer Firemen's Safety League, etc. - held quarterly throughout the Valley)
 - 4) Association Memberships - (Fire Investigation, Winnebago Area Firefighters Association, Fire Department Safety Officer's Association, Wisconsin State Firefighters Association, etc.)
 - 5) Annual Weekend Fire Schools (National Fire Academy, Tomahawk Fire School, etc.)
 - 6) National Fire Academy - Emmitsburg, Maryland - Volunteer Incentive Program, Wisconsin State Weekend, etc.
 - 7) Fire Department Instructors Conference.
- d) EVERY Emergency Call** - Use it as a Training Opportunity to re-enforce building layouts, hydrant locations, fire department connection locations, etc.

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- e) Each working incident when a "hose line is pulled" requires the Incident Commander to conduct a "**HUDDLE**" before ANYONE leaves the scene. The educational purpose of the huddle is to discuss what took place, compare actions to SOG suggestions and decide on how to "improve" the next time.
- f) **Mentor Program** - every firefighter is "assigned" a firefighter mentor to help provide guidance and individual instruction.
- g) **Weekly Vehicle Checks** - Excellent opportunity to work with another firefighter and learn details about vehicle inventories, equipment operations and pump operations.
- h) **"American Heat" Video Training Tapes** - available for checkout at Sta. #40.
- i) **TMFD Library** - available for checkout at Station #40.
- j) **TMFD Audio/Visual Library** - Sta. #40 Office - (ICS System, Investigations, etc.)
- k) **TMFD Magazine Library** - Fire service related magazines can be found on the wall rack at Station #40 with recent publications. They may also be checked-out.
- l) **Pre-Planning** - see the Emergency Operations Captains for special assignments needed for pre-planning and site-access work.
- m) **Officer Development** - See SOG section on promotional procedures.
- n) **Public Education Events** - get involved with community public education events to promote fire safety.
- o) **Industrial Fire Brigade training** - sign up (see bulletin boards) for scheduled training during various times of the year when we train with local industrial fire brigades/response teams. Every member is highly encouraged to attend at least one of these sessions annually.
- p) **SOG's** - review, study and practice our Standard operating Guidelines. Submit ideas on how to improve them also.

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q) Individual Learning - probably one of the most important types of learning!

Visit and Study the "other" station (their equipment, apparatus, etc.)

Example- even though you're at Station #41, go to #40 and practice setting up the aerial platform, etc. If you're at Station #40, go to #41 and review R41.

Visit community target hazards, etc.

12.05 Accountability:

It is the responsibility of the fire department administration to provide a motivational environment for learning but only you, as an individual, can create the initiative to improve your performance. It takes more than just attending drill, **you must actively participate**. The Training Captain is here to facilitate your needs but you must help make your needs known. Stupidity only prevails when you fail to ask questions and seek solutions. Don't become a statistic, constantly strive to improve your knowledge, skills and abilities. Your teammates are counting on you, don't let them down!!

12.06 Competency-Based Training /Performance:

In 1996, the Training Division began a comprehensive program to insure that all emergency scene personnel could perform a set of basic skill competencies based on their position description. Those guidelines are included in the following pages and should be closely reviewed by all applicable personnel. Personnel may be evaluated, based on assigned position descriptions, on these competencies at any time. The inability to demonstrate competency may lead to additional training and ultimate dismissal if an employee is unable to perform assigned tasks.

Firefighter - Skills 1 through 10

Pumper Driver/Operator - Skills S1a-b-c-d

Aerial Platform Driver/Operator - Skill S2

TOWN OF MENASHA FIRE DEPARTMENT
COMPETENCY-BASED TRAINING / PERFORMANCE

It is critical for the safe and effective operations that every member of the fire department be thoroughly competent in certain basic skills. Recognizing that redundant training can be boring and in some cases, wasteful, in 1996 TMFD began individualized assessments of certain basic skills. **The intent and purpose of the assessment is to assure that everyone has retained operational readiness for these skills.** Passing the skills, demonstrates competency and no need for further training on the topic. Inability to adequately pass a skill simply indicates further training and coaching is needed for the fire fighter until the skill is accomplished properly. All assessments are "mastery" type evaluations (either you know it well or further training is needed). All of the identified skills will be assessed on all firefighters (including officers) on a periodic basis. The Basic Skills are all essential **FIREFIGHTER I** and **FIREFIGHTER SURVIVAL Skills!!!**

The following skills are critical for everyone to master - BASIC SKILLS:

Skill #1 - Proper Donning of Protective Equipment (Bunker Gear, SCBA, PASD)

The firefighter shall simulate response to a confirmed "working fire"; don full protective clothing, mount the fire apparatus, don SCBA, activate PASD and SCBA with mask plugged in. Skill must be accomplished thoroughly and in a timely manner. *Skill #1 & #3 can be done together.* The unit MUST also be placed back in service in a ready response mode.

Skill #2 - Hydrant Operations

The firefighter, wearing full protective clothing (no SCBA) shall dismount the fire apparatus at a hydrant and make proper connections to a fire hydrant for LDH water supply. A 50ft. to 100ft. section of LDH hose will be charged.

Skill #3 – Hoseline Operations (Part A & B)

- A) The firefighter, wearing full protective clothing (with SCBA) shall dismount the fire apparatus and advance a 1 3/4" attack line (alone). The firefighter shall then coordinate the proper reloading of the hose. (*Cone will [not necessarily straight out] be placed to advance to*).
- B) The firefighter, wearing full protective clothing (with SCBA) shall dismount the fire apparatus and advance a 3" attack line (or a high-rise pack) (alone). The firefighter shall then coordinate the proper reloading of the hose (*Cone will be placed to advance to*).

Skill #4 - Tool and Equipment Raises

The firefighter shall utilize rope to simulate hoisting various assigned tools or equipment. At a minimum, the following knots shall be used: Bowline, Clovehitch, Figure 8, Safety (Half Hitch or overhand).

Skill #5 - Ground Ladder Carries/Raises (Part A & B)

- A) One person Roof Ladder Carry and Raise
- B) Two person 24ft. Extension Carry and Raise

TOWN OF MENASHA FIRE DEPARTMENT
COMPETENCY-BASED TRAINING / PERFORMANCE

Skill #6 - Controlled Search and Orientation

The firefighter, wearing full protective clothing (with SCBA) shall conduct a search for a known victim. Upon finding the victim, locate the hoseline and upon finding the coupling, indicate the direction out of the building.

Skill #7 - Emergency Hose Slide Window Escape

The firefighter, wearing full protective clothing (with SCBA) shall demonstrate the ability to slide on a charged hoseline out of a window for emergency escape.

Skill #8 - Denver Drill

The firefighter, wearing full protective clothing (with SCBA) shall demonstrate the ability to remove a disabled/unconscious firefighter through a window utilizing the firefighter survival training prop or other training scenario.

Skill #9 - Head First Ladder Slide (Bail)

The firefighter, wearing full protective clothing (with SCBA) shall demonstrate the ability to exit a structure using the emergency ladder slide (bail) technique.

Skill #10 - Self-Rescue Rope Escape via Window

The firefighter, wearing full protective clothing (with SCBA) shall demonstrate using a self-rescue rope and standard fire department hand tools exiting via a window safely to the ground or other safe area below.

SPECIALIZED SKILLS:

Skill # S1a; S1b; S1c; S1d -Apparatus Pump Operator

- A) Water Tank Operations & 1 Handline.
- B) Same as "a" then transfer to a hydrant supply and add an additional attack line.
- C) Drafting Operations and /or Relay Pumping.

These skills must be accomplished in a reasonable time period, simulating a "working fire".

- D) Driving Evaluation

Skill #S2 - Aerial Platform Operations

- A) Written Exam
- B) Driving Evaluation
- C) Operational Set-up

Set-up skills must be accomplished in a reasonable time period, simulating a "working fire".

TOWN OF MENASHA FIRE DEPARTMENT
SKILL COMPETENCY PERFORMANCE SHEET

Fire Fighter's Name _____

BASIC SKILLS CHECKLIST

| | Passed 1 st Time | Passed 2 nd Time | Needs Practice |
|--|-----------------------------|-----------------------------|----------------|
| Proper Donning of Protective Equipment | | | |
| Hydrant Operations | | | |
| Hoseline Operations | | | |
| Tool & Equipment Raises (knots) | | | |
| Ground Ladder Carry/Raises | | | |
| Controlled Search and Orientation | | | |
| Emergency Hose Slide Window Escape | | | |
| Denver Drill | | | |
| Head First Ladder Slide (bail) | | | |
| Self-Rescue Rope Escape | | | |

**** To Be Submitted to the Fire Chief's Office When Completed!!!

**** Evaluators shall initial and indicate date that skill was completed.

BASIC SKILL **REFERENCE SHEET**
COMPETENCY- BASED TRAINING / PERFORMANCE
TOWN OF MENASHA FIRE DEPARTMENT

Skill #1 - Proper Donning of Protective Equipment (Bunker Gear, SCBA, PASS)

Purpose - Demonstrates proficiency in the ability to don full protective clothing and equipment in a timely manner.

Description of Activities - Fire Engine will be parked in the normal position. The firefighter shall stand next to his/her gear hanging on the rack. Assessor shall instruct the firefighter to start and begin timing the skill. The firefighter shall dress as he/she would normally, dress for a confirmed emergency and enter the truck at a jump seat area. The firefighter will then don the remainder of all equipment (SCBA, mask, PASS, etc.) and indicate he/she is complete (breathing air) and ready to enter a hot zone. Evaluator stops the timing or continues to proceed with skill #3 (hoseline evolutions).

NOTE- in most cases, the firefighter would not be breathing SCBA air in the back of the engine but in order to evaluate this skill, it will be on and fully operational.

Critical Steps that must be achieved (NOT necessarily in this exact order) -

1. Properly don ALL protective clothing.
2. Fasten Seat Belt.
3. Don SCBA backpack properly and turn it on.
4. Activate the PASS device.
5. Don SCBA mask and check seal.
6. Go on-line with SCBA air
7. Be FULLY protected (gloves, hood, ear flaps, etc.)
8. Complete in 3 minutes or less.

BASIC SKILL **REFERENCE** SHEET
COMPETENCY- BASED TRAINING / PERFORMANCE
TOWN OF MENASHA FIRE DEPARTMENT

Skill #2 - Hydrant Connection

Purpose - Demonstrate proficiency in establishing a water supply at a municipal hydrant.

Description of Activities - Engine will approach or be parked at a hydrant. The firefighter will dismount, wearing full protective clothing, and remove proper equipment and signal driver to proceed. Driver will pull forward approximately 20-75 ft. and remove the first section of LDH hose. Driver will make connection at the Pump intake. The firefighter will make proper hydrant connections and charge the line when signaled by the driver (audible). NOTE ----It is preferred that the driver stops at the hydrant (tailboard even with the hydrant), hydrant person loops the hydrant with the rope (which should leave 5-10 ft. of hose folded back on itself), the hydrant person then pulls some "extra" hose onto the ground (near the driver's side), and **signals the driver to proceed**. This method should leave adequate hose at the hydrant to make an easy connection.

Critical Steps that must be achieved -

1. Remove hydrant bag from apparatus.
2. Remove LDH with rope from rear of the apparatus.
3. Wrap the hydrant with the rope sufficiently to allow hose for connection and pull a little "extra" hose from the bed.
4. Signals driver to proceed.
5. Flushes hydrant.
6. Connects LDH to proper Hydrant outlet.
7. Connects 2 1/2" gated valve to other outlet.
8. Waits for signal from driver to charge line.
9. Opens hydrant slowly and to fully open position.
10. Check supply line for kinks and straighten as necessary.

BASIC SKILL **REFERENCE SHEET**
COMPETENCY- BASED TRAINING / PERFORMANCE
TOWN OF MENASHA FIRE DEPARTMENT

Skill #3 - Advancing Dry Attack Hoselines (1 3/4 & 3")

Purpose - Demonstrate proficiency in the ability to advance uncharged fire hose efficiently and then repack the hose properly.

Description of Activities - Wearing protective clothing, the firefighter will pull and advance a 1 3/4" hoseline to a designated spot near an orange traffic cone. The firefighter will then coordinate the repacking of the hose. Then a 3" preconnected hoseline or the apartment line shall be deployed in a similar manner (repacked also).

Critical Steps that must be achieved -

1. Grasp the nozzle and the 1 3/4" triple fold properly.
2. Advance the line off the truck until the entire load clears the bed, without having a "pile of hose" and move toward the designated target.
3. Flakes hose out, checks nozzle and requests water.
4. Note- if the apartment line is advanced makes sure the gated valve is in the correct position.
5. Check nozzle pattern and state what pattern it should be (and is) set at.
6. State GPM setting or what the approximate GPM's would be from an automatic nozzle.
7. State correctly, what the nozzle pressure should be.
8. Repacks the 1 3/4" hose properly with assistance but no instructions on how to repack it.

3" or Apartment Line

Same basic procedure (but different loads) is performed with the 3" pre-connected line or the apartment line. **Note: Apartment Line** - the preferred method is to have one firefighter pull the 1 3/4" line off, then the 3" line and gated valve should then be removed by one or two firefighters so the hose clears the bed entirely and is flaked out or pulled straight toward the target, the 1 3/4" line can then be advanced after the 3" line is laid out properly.

Hoselines DO NOT necessarily have to be charged for this skill!

BASIC SKILL **REFERENCE SHEET**
COMPETENCY- BASED TRAINING / PERFORMANCE
TOWN OF MENASHA FIRE DEPARTMENT

Skill #4 - Tool and Equipment Raises

Purpose - Demonstrate proficiency in the use of ropes and knots. (A minimum of 4 basic knots must be demonstrated - bowline, clove hitch, figure 8 and half-hitch)

Description of Activities - The firefighter will be present with a tool or piece of equipment that requires the use of a rope and appropriate knot for hoisting or securing the equipment. All 4 different knots shall be used on various equipment. The firefighter must use creative problem solving skills to demonstrate the use of various knots.

Critical Steps that must be achieved -

1. Demonstrate the Bowline knot.
2. Demonstrate the Clovehitch knot.
3. Demonstrate the Figure 8 knot.
4. Demonstrate the use of a Half-Hitch (Safety).
5. NOTE - ALL knots must be dressed properly, and be capable of carrying a significant load safely.

BASIC SKILL **REFERENCE SHEET**
COMPETENCY- BASED TRAINING / PERFORMANCE
TOWN OF MENASHA FIRE DEPARTMENT

Skill #5 - Ground Ladder Carries / Raises (Roof and Extension)

Purpose - To demonstrate proficiency in one-person and two-person ground ladder lifts, carries and utilization.

Description of Activities –

- 1) The firefighter, wearing full protective clothing, shall first approach the ladder rack at Station #41 or ladders on an engine and remove (alone) a 14-16ft. roof ladder. The firefighter shall carry the ladder in a recognized method a distance of approximately 20 ft. and stop next to a building. The roof hooks shall be engaged with the firefighter explaining how the ladder would be placed on a roof.
- 2) Two firefighters acting as a team, wearing full protective clothing shall approach the ladder rack at Station #41 or ladders on an engine and remove the 24ft. extension ladder and walk it a distance of approximately 20 feet and stop next to a building. The ladder shall be raised at least three additional rungs above the roofline, positioned for proper climbing angle, tie halyard off and demonstrate proper butting.

Critical Steps that must be achieved -

A) Roof Ladder (one person)

1. Remove the ladder (alone) properly, safely and in a controlled manner.
2. Carry the ladder with a recognized method in a controlled manner.
3. Lower the ladder (beam raise or butt raise with butt propped against building). This must be done in a controlled manner WITHOUT the butt of the ladder kicking out, etc.
4. Firefighter shall engage the hooks (points OUT).
5. Firefighter shall properly describe how the roof ladder is slid into position (Slid on beam on the roof, until hooks are positioned over the ridge and then laid down with hooks anchored).
6. Ladder returned to service (proper lift, carry and remounting). Make sure the ladder and skull saver is secured properly!

B) Two-person 24 ft. Extension Ladder

1. Remove the ladder (alone) properly, safely and in a controlled manner.
2. Carry the ladder with a recognized method in a controlled manner.
3. Lower the ladder (beam raise or butt raise with butt propped against building or butt person). This must be done in a controlled manner WITHOUT the butt of the ladder kicking out, etc.

Skill #5 - Ground Ladder Carries / Raises (Roof and Extension)

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4. Ladder shall be raised at least 3 rungs above the roofline, fingers out of harm's way, ladder secured well with butt person while the other firefighter raised the halyard.
5. Ladder shall be lowered to the building gently.
6. The assessor shall designate one firefighter to tie the halyard off (clove hitch & safety).
7. The ladder shall be in the proper climbing angle with dogs (pawls) locked.
8. The firefighters shall also be asked and should describe what hazards they would look for when raising ladders.

BASIC SKILL **REFERENCE** SHEET
COMPETENCY- BASED TRAINING / PERFORMANCE
TOWN OF MENASHA FIRE DEPARTMENT

Skill #6 - Controlled Search and Orientation

Purpose - To demonstrate proficiency in conducting searches for victims and the orientation to the direction of exiting using hoseline couplings.

Description of activities - The firefighter wearing full protective clothing with restricted vision shall conduct a search for a known victim using a search pattern (right hand/left hand) as instructed by an evaluator. Upon finding the victim, alert the evaluator. The firefighter will then continue the search to find a hoseline and using the hoseline couplings identify to the evaluator the direction to exit the building.

Critical Steps that must be achieved -

1. Conduct a search for a known victim using a right or left hand search per evaluator instructions.
2. Upon finding the victim, sound out to the evaluator that victim has been located.
3. Continue search process to find hoseline.
4. Upon finding the hoseline, locate the coupling and indicate by silent hand signal to evaluator which direction will lead out of the building.

BASIC SKILL **REFERENCE** SHEET
COMPETENCY- BASED TRAINING / PERFORMANCE
TOWN OF MENASHA FIRE DEPARTMENT

Skill #7 - Emergency Hose Slide Window Escape

Purpose - To demonstrate proficiency in the ability to slide on a charged hoseline out of a window for emergency escape.

Description of Activities - The firefighter wearing full protective clothing using a charged hoseline shall notify command or operations of their position. The firefighter shall then remove the window and/or move to an open window pulling the hoseline out of the window until taught and snug. The firefighter shall straddle the window sill then grabbing the hoseline with legs and hands slide safely down the hoseline to safety.

Critical Steps that must be achieved -

1. The firefighter shall notify command or operations of their position and the need for assistance.
2. The firefighter shall remove the window or move to an open window.
3. The firefighter shall pull the charged hoseline out of the window until taught and snug.
4. When ready to slide the firefighter shall straddle the windowsill grabbing the hoseline with their hands.
5. The firefighter shall then slide out of the window grabbing the hoseline with their feet.
6. The firefighter can then safely slide down the hoseline to safety.

BASIC SKILL **REFERENCE** SHEET
COMPETENCY- BASED TRAINING / PERFORMANCE
TOWN OF MENASHA FIRE DEPARTMENT

Skill #8 - Denver Drill

Purpose - To demonstrate proficiency in the ability to remove a disabled/unconscious firefighter through a window utilizing the firefighter survival training prop or other training scenario.

Description of Activities - The firefighter wearing full protective clothing and working in a team of four firefighters shall locate the ‘down’ firefighter, enter the prop or window, work with an additional firefighter to move the “down” firefighter into position, using recognized methods then extricate the “down” firefighter out of the window.

Critical Steps that must be achieved -

1. Locate “down” firefighter.
2. Firefighter (rescuer 1) sizes up the situation (sound floor, need for hoseline, etc.) then enters the prop or window headfirst with a hand tool.
3. This firefighter then assesses the “down” firefighter, resetting the PASS device then rotating the “down” firefighter to their back. Then by grabbing the “down” firefighter’s SCBA shoulder straps positions the “down” firefighter to a seating position.
4. Firefighter 2 (rescuer 2) enters the prop or window head first then sits with their SCBA bottle against the wall under the window with feet pulled up toward their butt.
5. Both firefighters (rescuers) position “down” firefighter onto rescuer 2,s knees utilizing SCBA shoulder straps (rescuer 1) and lowest portion of “down” firefighter’s SCBA bottle or backpack (rescuer 2).
6. Rescuer 1 positions “down” firefighter’s legs over their shoulders and prepares to lift and push.
7. Rescuer 2 places both hands on the “down” firefighters SCBA bottle and prepares to push upward.
8. Firefighter 3 (rescuer 3) positions in the window opening grabbing the “down” firefighters SCBA shoulder straps to lift and pull the “down” firefighter out of the window.
9. Signal given by rescuer 1 (ready go) extricating the “down” firefighter out of the window opening.
10. Rescuer 1 and rescuer 2 exit the prop or window.

BASIC SKILL **REFERENCE SHEET**
COMPETENCY- BASED TRAINING / PERFORMANCE
TOWN OF MENASHA FIRE DEPARTMENT

Skill #9 - Head First Ladder Slide (Bail)

Purpose - To demonstrate proficiency in the ability to exit a structure via a ladder using the emergency ladder slide (bail) technique.

Description of Activities - The firefighter wearing full protective clothing shall notify command or operations of their position and need for assistance. The firefighter locates a window with a ladder and crawls over the windowsill and continues down the ladder head first hand-over-hand one rung at a time until feet or toes contact the top rung of the ladder. The firefighter will grab the rungs and pivot or rotate their body across the ladder beam to a standing position then descend the ladder to the ground.

Critical Steps that must be achieved –

1. The firefighter communicates the need for assistance and locates a window with a ladder.
2. The firefighter rapidly crawls over the windowsill and continues down the ladder head first hand-over-hand one rung at a time.
3. The firefighter continues down the ladder until feet or toes contact the top rung of the ladder.
4. The firefighter hooks their right arm under the rung; with the left hand as a pivot point, the firefighter grasps (palm down) two (2) rungs down from the right arm (left hand should be slide down to the right side of the ladder).
5. The firefighter rotates their body across the ladder beam to a standing position.
6. The firefighter descends the ladder to ground.

BASIC SKILL **REFERENCE SHEET**
COMPETENCY- BASED TRAINING / PERFORMANCE
TOWN OF MENASHA FIRE DEPARTMENT

Skill #10 - Self-Rescue Rope Escape via Window

Purpose - To demonstrate proficiency using a self-rescue rope and standard fire department hand tools in exiting via a window safely to the ground or other safe area below.

Description of Activities - The firefighter wearing full protective clothing shall notify command or operations of their position and need for assistance. The firefighter locates a window and using their department issued self-rescue rope and hand tool finds an anchor point and attaches the rope. The firefighter then properly positions the rope and themselves in the window opening. Grasping the rope with both hands, the firefighter straddles the window and tightens the rope then swings their other leg out of the window. Once out the window, the fighter can loosen their grip on the rope and descends to the ground or other safe area.

Critical Steps that must be achieved –

1. The firefighter communicates the need for assistance and locates a window.
2. The firefighter positions the hand tool across the corner of the window opening and driven into the wall or floor in front of the window to serve as an anchor point. An anchor point can also be achieved tying off the rope or using the carabiner hooking to a solid or heavy object in the room (bed, dresser, etc.).
3. The firefighter attaches the department issued rope to the anchor point using the carabiner or knot.
4. The firefighter positions himself/herself in the window staying as low as possible and feeds the rope around their back.
5. The firefighter grasps the rope with both hands and straddles the windowsill until the weight of the firefighter tightens up the rope.
6. The firefighter swings their other leg out of the window and assumes a position with their feet on the outside wall leaning back into the rope.
7. The firefighter slowly loosens their grip on the rope and slides to the ground or other safe area.

SKILL COMPETENCY SHEET - PUMPER DRIVER/OPERATOR
COMPETENCY- BASED TRAINING / PERFORMANCE
TOWN OF MENASHA FIRE DEPARTMENT

Skill #S1a-b-c-d - Pumper Driver/Operator

Purpose - to assess a potential candidate or current driver/operator's ability to drive and operate the vehicle safely and in a timely fashion. The candidate must know and understand the functions of the unit, its pumping capabilities and all tools/equipment.

Description of Activities - A candidate must be able to adequately pass the following performance criteria:

- 1a) water tank operations evaluation
- 1b) water tank/hydrant transfer operations evaluation
- 1c) drafting operations evaluation
- 1d) driving evaluation – cone test and road test
- 2) tools/equipment/alarm familiarity assessment
- 3) weekly vehicle inspection assessment

Candidate's Name _____

Is the candidate State Certified as a Pumper Driver/Operator? _____ Yes _____ No

1) Pumping:

a) Tank Operations _____ Pass _____ Date _____ Evaluator

b) Water Tank/hydrant Transfer Operations
_____ Pass _____ Date _____ Evaluator

c) Drafting Operations _____ Pass _____ Date _____ Evaluator

d) Driving Evaluation:

Cone Test _____ Pass _____ Date _____ Evaluator

Road Test _____ Pass _____ Date _____ Evaluator

2) Tools/Equipment Familiarity Assessment

_____ Pass _____ Date _____ Evaluator

3) Weekly Vehicle Inspection Assessment

_____ Pass _____ Date _____ Evaluator

To Be Submitted to the Fire Chief's Office When Completed!!!

SPECIALTY SKILL **REFERENCE** SHEET
COMPETENCY- BASED TRAINING / PERFORMANCE
TOWN OF MENASHA FIRE DEPARTMENT

Skill #S1a Fire Apparatus Pump Operator - Tank Operations

Purpose - to assess a pump operator's ability to perform a simple water flow application of pumping one pre-connected hoseline from the Apparatus's water tank, in a timely and efficient manner.

Description of Activities - The evaluator should identify a simulated fire and assign one or two firefighters to pull a pre-connected hoseline. The driver should drive the vehicle to the fire scene and spot and secure the vehicle properly.

Critical Steps that must be achieved -

1. Spotting – park the apparatus a safe distance from the fire (also possibly based on length of pre-connected line) with emergency lights activated. Parking brake set, pump shift operated properly engaged with vehicle in correct gear (activated slowly).
2. Valves Opened - Tank to pump line must be opened first (slowly). Operator should then insure all the hose has cleared the apparatus and the nozzle operator is ready for water! Open the proper discharge valve slowly. (Note- failure to properly locate the correct valve or opening an incorrect valve constitutes an immediate failure). It is expected that when the nozzle operator requests water, the operator should be able to have water at the nozzle within 15 seconds.
3. Increase engine rpms to achieve the required nozzle pressure. Operator must know the exact pressure needed to overcome friction loss ($FL = C \times Q^2 \times L$) (pump charts are available on the engine for your reference also).
4. Pressure Governor must be set for correct nozzle pressure.
5. Return the apparatus ready for service - full water tank, valves closed slowly, pump shift made, hose repacked properly, inventory checked, etc.)
6. Total time taken must be reasonable and without hesitation or confusion.

SKILL COMPETENCY SHEET
COMPETENCY- BASED TRAINING / PERFORMANCE
TOWN OF MENASHA FIRE DEPARTMENT

Fire Fighter's Name _____

Date _____

Evaluator's Name _____

SPECIALITY SKILLS:

S1a. Apparatus Pump Operator - Tank Operations

Vehicle Used _____

Attack Hose Size – 1 3/4" _____ 3" _____ Attack Hose Length 100' _____ 200' _____

Type of Nozzle – Fog _____ Smooth bore _____

Pass _____ Fail _____

Retest Date _____ Pass _____ Fail _____

Evaluator _____

a) Did the operator properly **spot** the apparatus, **set** the parking brake and engage the pump?

Pass _____ Fail _____

b) Was the tank to pump line opened immediately? Pass _____ Fail _____

c) Was the **correct line** charged (timely) and valves **opened slowly**?

Pass _____ Fail _____

d) What was the **Discharge Pressure** set correctly? Pass _____ Fail _____

e) Was the **Pressure Governor** set properly?

Pass _____ Fail _____

f) Was the unit properly **returned to service**?

Pass _____ Fail _____

Any "Fail" or wrong pressure (off by 5 psi or more) constitutes a "Failure".

In your opinion does this candidate require more training and practice before becoming "qualified" as a driver/operator to operate a single line from tank water?

Yes _____ No _____

g) Total Time Taken (measured from when the unit is parked to when the pressure governor is set). _____

SPECIALTY SKILL **REFERENCE** SHEET
COMPETENCY- BASED TRAINING / PERFORMANCE
TOWN OF MENASHA FIRE DEPARTMENT

Skill #S1b Fire Apparatus Pump Operator - Tank/Hydrant Transfer

Purpose - to assess a pump operator's ability to perform a two-line water flow application; of pumping one pre-connected hoseline from the apparatus's water tank then transferring to a hydrant supply and supplying a second pre-connected attack line, in a timely manner, with smooth transitions.

Description of Activities - The evaluator should identify a simulated fire and assign two or three firefighters to pull pre-connected hoselines. The driver should drive the vehicle to the fire scene and spot and secure the vehicle near a fire hydrant (within 20 ft.).

1. Spotting - same as skill S1a but incorporate hydrant placement.
2. Pump one pre-connected line properly as identified in skill S1a. (Pressure Governor must be set).
3. Once the handline is flowing, the pump operator must make all the hydrant supply connections using the 20-25 ft. section of LDH. A firefighter can be used to charge the hydrant when the operator signals for water.
4. Air is bled from the supply line and the intake valve is slowly opened.
5. Tank to Pump valve is closed.
6. Second pre-connect is charged and pressures adjusted accordingly. If there are different nozzle pressures, the lower pressure discharge **MUST** be gated down.
7. Water tank is slowly refilled.
8. All transitions from tank to hydrant and from one-line to two-lines **MUST** be accomplished without losing fire attack water or experiencing sudden changes in nozzle pressures.
9. The driver/operator must be able to verbally identify and achieve the proper nozzle pressures for both pre-connected lines.
10. Return the unit to ready for service - full water tank, valves closed slowly, pump shift made, hose repacked properly, inventory checked, etc.)
11. Total time taken must be reasonable and without hesitation or confusion.
12. Any combination of attack lines may be used by the evaluator:
 - a) 200ft. of 1 3/4"
 - b) 200ft. of 3"
 - c) Apartment Line
 - d) Deck Gun

SKILL COMPETENCY SHEET
COMPETENCY- BASED TRAINING / PERFORMANCE
TOWN OF MENASHA FIRE DEPARTMENT

Fire Fighter's Name _____

Date _____

Evaluator's Name _____

SPECIALITY SKILLS:

S1b. Apparatus Pump Operator - Tank and Hydrant (transfer) Operations

Vehicle Used _____

Size of Attack Hose (Line #1) 1 ¾ " _____ 3" _____ (Line #2) 1 ¾" _____ 3" _____

Length of Attack Hose (Line #1) 100' _____ 200' _____ (Line #2) 100' _____ 200' _____

Apartment Line - Line #1 _____ Line #2 _____

Type of Nozzle (Line #1) Fog _____ Smooth bore _____ Hand-held _____ Master Stream _____
(line #2) Fog _____ Smooth bore _____ Hand-held _____ Master Stream _____

Pass _____ Fail _____

Retest Date _____ Pass _____ Fail _____

Evaluator _____

a) Did the operator properly **spot** the apparatus, **set** the parking brake and engage the pump?
Pass _____ Fail _____

b) Was the tank to pump valve opened immediately? Pass _____ Fail _____

c) Was the **correct line** charged (timely) and valves **opened slowly**?

Pass _____ Fail _____

d) What was the **Discharge Pressure** set correctly on line #1? Pass _____ Fail _____

e) Was the **Pressure Governor** set properly? Pass _____ Fail _____

NOTE--- it is vitally critical that the initial attack line be managed FIRST and then the water supply established before any additional lines are charged.

f) Was the **LDH connected to the pump** intake properly? Pass _____ Fail _____

g) Did the **transfer of tank water to hydrant water** supply occur smoothly?

Pass _____ Fail _____

h) Was the **second attack line charged** properly, in a reasonable time, and set to the correct pressure? Pass _____ Fail _____

i) Was the **water tank refilled** as soon as possible? Pass _____ Fail _____

---over---

Town of Menasha Fire Department
Specialty Skill S1b
Transfer from Tank to Hydrant Ops

e) Was the unit properly **returned to service**? Pass ____ Fail ____

Any "Fail" or wrong pressure (off by 5 psi or more) or complications with making the transfer from water tank to hydrant supply constitutes a "Failure".

In your opinion does this candidate require more training and practice before becoming "qualified" as a driver/operator to operate multiple lines from tank water then hydrant?
Yes ____ No ____

f) Total Time Taken (measured from when the unit is parked to when the pressure governor is set and two lines are flowing from the hydrant supply). _____

SPECIALTY SKILL **REFERENCE** SHEET
COMPETENCY- BASED TRAINING / PERFORMANCE
TOWN OF MENASHA FIRE DEPARTMENT

Skill #S1c Fire Apparatus Pump Operator - Drafting Operations

Purpose - to assess a pump operator's ability to perform an efficient drafting operation from a static water source such as a pond or dry hydrant, and establish and supply a pre-connected attack line in a timely manner.

Description of Activities - The evaluator should identify a static source water supply and have the driver position the vehicle for drafting operations. The evaluator should identify a simulated fire and assign one or two firefighters to pull a pre-connected hoseline. The operator shall establish a draft first and then supply the pre-connected hoseline.

1. Spotting - same as skill S1a but incorporate drafting placement. The driver should be able to identify where all of TMFD hard supply hose is located and exactly how much will be needed for this operation. Using two firefighters with the hard supply hose, the driver will position the engine and have the hard supply hose connected properly.
2. Make sure all connections, valves and drains are closed so there is NO air leakage.
3. The primer valve must be activated and rpms increased until the water enters the pump and all air is expelled from the pump.
4. If a prime cannot be established within 30 seconds, the operator must be able to determine where the problem is!! If a prime cannot be established and the driver/operator cannot determine the problem, then a "Fail" must be issued.
5. Pump one pre-connected hoseline properly as identified in skill S1a. (Pressure Governor must be set, etc).
6. Return the unit to ready for service - full water tank, valves closed slowly, pump shift made, hose repacked properly, inventory checked, etc.)
7. Total time taken must be reasonable and without hesitation or confusion.
8. The driver/operator must be able to essentially oversee the entire drafting operation and make sure the firefighters are placing strainers in use, etc. if applicable.

SKILL COMPETENCY SHEET
COMPETENCY- BASED TRAINING / PERFORMANCE
TOWN OF MENASHA FIRE DEPARTMENT

Fire Fighter's Name _____

Date _____

Evaluator's Name _____

SPECIALITY SKILLS:
S1c. Apparatus Pump Operator - Drafting Operations

Vehicle Used _____

Attack Hose Size – 1 ¾" ____ 3" ____ Attack Hose Length 100' ____ 200' ____

Type of Nozzle – Fog ____ Smooth bore ____

Pass ____ Fail ____

Retest Date _____ Pass Fail ____

Evaluator _____

a) Did the operator properly **spot** the apparatus, **set** the parking brake and engage the pump?

Pass ____ Fail ____

b) Was the **hard supply hose** set up properly (strainer, float, connections tight, proper lifting, etc.)? Pass ____ Fail ____

c) Were all the valves, drains, etc. checked for **closure**? Pass ____ Fail ____

d) Was the **pump primer** used effectively with increased engine rpms?

Pass ____ Fail ____

e) Did the operator note the **inches of mercury** registered on the compound gauge?

Yes ____ No ____

f) Was an attack line charged and the **Discharge Pressure** set correctly?

Pass ____ Fail ____

g) Was the **Pressure Governor** set properly? Pass ____ Fail ____

h) Was the unit properly **returned to service**? Pass ____ Fail ____

Any "Fail" or wrong pressure (off by 5 psi or more) or inability to achieve a draft on the first attempt constitutes a "Failure".

In your opinion does this candidate require more training and practice before becoming "qualified" as a driver/operator to operate from draft? Yes ____ No ____

i) Total Time Taken (measured from when the unit is parked to when the pressure governor is set. _____

SKILL COMPETENCY SHEET
COMPETENCY- BASED TRAINING / PERFORMANCE
TOWN OF MENASHA FIRE DEPARTMENT

Fire Fighter's Name _____

Date _____

Evaluator's Name _____

SPECIALITY SKILLS:

S1d. Apparatus Pump Operator – Driving Evaluation

ALWAYS use 1-2 spotters (both sides) with portable radios when in tight conditions.

ALWAYS use a back-up spotter!

Swing into the far lane when necessary when making Right turns (before and/or after the turn).

1) Did the candidate thoroughly check the truck before starting the unit? (compartment doors, scratches, dents, tire scuffs, gauges, etc.)

Pass ____ Fail ____

2) Did the candidate complete at least TWO of the following exercises (cones) successfully: (See NFPA 1002 or IFSTA, FD Pumping Apparatus.)

- a) Serpentine
- b) Alley Dock
- c) Diminishing Clearance
- d) Turn-Around
- e) Opposite Alley
- f) Straight Line

Pass ____ Fail ____

3) Complete a thorough Road Course successfully:

a) Maneuver the vehicle through Residential streets

Pass ____ Fail ____

b) Maneuver the vehicle through a Commercial or Multi-Family area

Pass ____ Fail ____

c) Adequate backing

Pass ____ Fail ____

4) In your opinion, did the candidate drive the engine or pumper with adequate competency to begin responding to emergency incidents?

Yes ____ No ____ Needs more practice ____

Suggestions: _____

SKILL COMPETENCY SHEET - AERIAL PLATFORM
COMPETENCY- BASED TRAINING / PERFORMANCE
TOWN OF MENASHA FIRE DEPARTMENT

Skill #S2 Aerial Platform Operations - Aerial Driver/Operator

Purpose - to assess a potential candidate or current aerial driver/operator's ability to drive and operate the vehicle safely and set the unit up in a timely fashion. The candidate must know and understand the limitations of the unit, its operational alarms and all tools/equipment.

Description of Activities - A candidate must be able to adequately pass the following performance criteria:

- a) written examination at the initial qualification period and periodically thereafter.
- b) driving evaluation (cones and or a road test)
- c) operational set-up evaluation
- d) tools/equipment/alarm familiarity assessment
- e) weekly vehicle inspection assessment

Candidate's Name _____

Is the candidate State Certified as an Aerial Driver/Operator? _____ Yes _____ No

a) Written Examination - Score _____% Correct (80% or higher minimum)
Administered by Fire Chief's office

b) Driving Evaluation:

1) Cone Course ____ Pass ____ Date _____ Evaluator

2) Road Course ____ Pass ____ Date _____ Evaluator

c) Operational Set-Up

____ Pass ____ Date _____ Evaluator

____ Total Set-up Time (Should be less than 6 minutes)

d) Tools/Equipment/Alarm Familiarity Assessment

____ Pass ____ Date _____ Evaluator

e) Weekly Vehicle Inspection Assessment

____ Pass ____ Date _____ Evaluator

To Be Submitted to the Fire Chief's Office When Completed!!!

SPECIALTY SKILL REFERENCE SHEET-AERIAL WRITTEN EXAMINATION
COMPETENCY- BASED TRAINING / PERFORMANCE
TOWN OF MENASHA FIRE DEPARTMENT

The written examination is 60 questions and the test questions sources are:

- a) IFSTA-Aerial Apparatus
- b) TMFD SOG
- c) State of Wisconsin Aerial Course Curriculum
- d) Pierce Aerial Videos
- e) Pierce Aerial Operator's Manual

SPECIALTY SKILL REFERENCE SHEET-AERIAL TOOLS/EQUIPMENT/ALARMS
COMPETENCY- BASED TRAINING / PERFORMANCE
TOWN OF MENASHA FIRE DEPARTMENT

The evaluator will simply take the candidate around the aerial platform and ask the candidate to explain various:

- a) compartment inventories without opening the doors first (what's inside?)
- b) operations of all aerial mounted devices and how they operate (lights, Power reels, generator, SCBA cascade system, etc.
- c) alarms and safety devices (located at rear stability controls, pedestal controls, and platform controls). The candidate must be able to describe the alarm's purpose and what should be done by the operator should they activate.

This evaluation is a rather "subjective" evaluation by the evaluator on the general ability of the candidate to know and understand various critical components of the aerial platform. It is a simple "pass" or "fail" evaluation conducted in a verbal and demonstrative fashion.

SPECIALTY SKILL **REFERENCE** SHEET-AERIAL DRIVING
COMPETENCY- BASED TRAINING / PERFORMANCE
TOWN OF MENASHA FIRE DEPARTMENT

Driver's Name _____

Date _____

Evaluator _____

ALWAYS use 1-2 spotters (both sides) with portable radios when in tight conditions.

ALWAYS use a back-up spotter!

Swing into the far lane when necessary when making Right turns (before and/or after the turn). Remember with tight turns the rear end will swing out approximately 2 feet.

Phase 1 - Did the candidate thoroughly check the truck before starting the unit?
(compartment doors, scratches, dents, tire scuffs, gauges, etc.)

Pass ____ Fail ____

Phase 2 - Did the candidate complete at least TWO of the following exercises
(cones) successfully: (See NFPA 1002 or IFSTA, FD Pumping Apparatus.)

- a) Serpentine (cones should be 40 feet spacing to center of cones).
- b) Alley Dock
- c) Diminishing Clearance
- d) Turn-Around
- e) Opposite Alley
- f) Straight Line

Pass ____ Fail ____

Phase 3 - Complete a thorough Road Course successfully:

- b) Maneuver the vehicle through Residential streets

Pass ____ Fail ____

- b) Maneuver the vehicle through a Commercial or Multi-Family area

Pass ____ Fail ____

- c) Adequate backing

Pass ____ Fail ____

Phase 4 - In your opinion, did the candidate drive the aerial with adequate competency
to begin responding to emergency incidents?

Yes ____ No ____ Needs more practice ____

Suggestions: _____

SPECIALTY SKILL **REFERENCE** SHEET-AERIAL OPERATIONAL "SET-UP"
COMPETENCY- BASED TRAINING / PERFORMANCE
TOWN OF MENASHA FIRE DEPARTMENT

Driver's Name _____

Date _____

Evaluator _____

Time it took (from when the parking brake is set to when the ladder is raised out of the bed.

____ Minutes ____ Seconds

Phase 1 - Safely drive to Station #41. Note - The candidate should set the unit up entirely by themselves and no platform operations (operating from inside the platform) are necessary for this evaluation. Note- The candidate cannot use or see any checklist or cheat sheet!

The evaluator should obtain the checklist sheet on the engine housing and make sure the operator follows those steps!

Spot the vehicle with the need to access Side 2 & Side 3 corner.

Set 4 traffic cones up on the parking lot to the rear of the platform, approximately 50-60 feet behind the truck. The driver/operator must guide the platform inside the 4 cones without touching the ground or the cones.

Did the Candidate:

Phase 2 - Spot the vehicle properly (reach, etc.)? Pass ____ Fail ____

Phase 3 - Set the vehicle up safely and properly?

Pass ____ Fail ____

NOTE the Time in above space!!

Phase 4 - Raise the platform to the roof in a position that the fire fighters could easily access the roof?

Pass ____ Fail ____

Phase 5 - Lower the platform and place it inside the cones efficiently?

Pass ____ Fail ____

Phase 6 - Return the unit to service (watch the Safety Pins!!)

Pass ____ Fail ____

As a fellow firefighter or supervisor, do you (the evaluator) feel the driver/operator candidate can safely and effectively operate the aerial platform on emergency incidents?

Yes ____ No ____ Needs more practice ____

If, "needs more practice" give this sheet to the candidate and explain where additional practice is needed before approval is granted.